Sarkar, Rumu, CIV, WSO-BRAC

From:	Sarkar, Rumu, CIV, WSO-BRAC
Sent:	Thursday, June 09, 2005 9:25 AM
To:	Napoli, Andrew, CIV, WSO-BRAC; Cole, Christopher, CTR, WSO-BRAC
Cc:	Hague, David, CIV, WSO-BRAC
Subject:	Insert into Website and into Opening Statement by the Chairman

Hello Chris and Andy:

In light of the volume of public comments that are being transmitted via e-mail and letters to us, the Chairman would like to express his thanks formally by posting a brief acknowledgement on the BRAC's public website. In addition, he would like the same thanks to be incorporated into his opening remarks delivered at regional hearings, etc. So, the following language has been proposed for your review:

Chairman's Statement

> The Defense Closure and Realignment (BRAC) Commission has received numerous letters from concerned members of the public. All of the letters have been read and carefully considered and will be made part of our permanent public record. The volume of correspondence we have received makes it impossible for us to respond to every letter. I am therefore, using this public notice as one means to thanks the students, base employees, veterans, retirees and others who have written to us. We greatly appreciate your input and have found it to be very helpful. You can be assured that those of us involved in the BRAC process will perform our statutory duties with the utmost care and thoroughness, with due consideration given to all the information provided to us. I encourage you to continue to stay abreast of the process by visiting our website often. Thank you again.

> Sincerely,

> Anthony J. Principi

Chris: What I would suggest is creating a separate box along with the others on the upper right hand side of the public website (e.g., home, about us, etc.) simply labeled Chairman's Statement. The "Contact Us" section should also have a link, If possible, to the Chairman's Statement. Please let me know if this lay-out suggestion works, or whether you have a different approach in mind. I'll be happy to discuss further. Please let me know if you have any questions. Thanks again, Rumu

Rumu Sarkar
Associate General Counsel
2005 Defense Base Closure and Realignment Commission
2521 South Clark Street, Suite 600, Room 600-18
Arlington, VA 22202-3920
Tel: (703) 699-2973
Fax: (703) 699-2975
Cell: (703) 901-7843

Sarkar, Rumu, CIV, WSO-BRAC

David: The best source doc. I found to answer your questions was the E-Gov based, "Recommended Policies and Guidelines for Federal Public Websites." It captures the E-Gov Act of 2002 (P.L. 107-347) requirements. It's a very readable doc., and is available at www.cio.gov/documents/ICGI/ICGI-June9report.pdf.
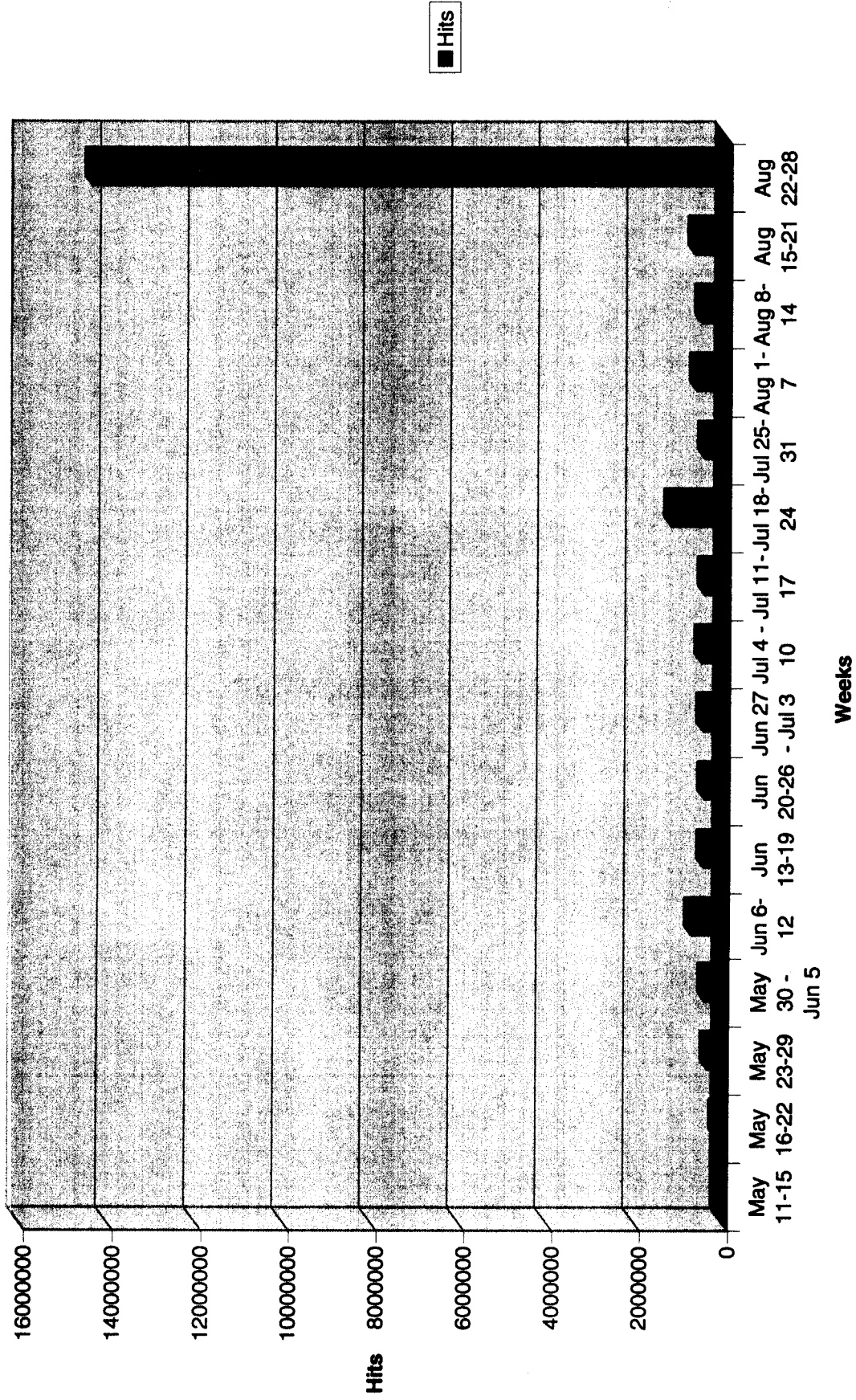
Let's work together on developing language for the disclaimer that you are seeking to insert. Regarding the "contact us" information, there is an exception permitted for national security and defense organizations who are not required to include names, addresses and contact information for contact officials (see page 14 of the pdf file). However, I discussed this exemption with Dan yesterday, and he felt (and I agree) that we should provide the name and contact information of Col. Greg McGuire, or other BRAC contact person.

There is no problem, as far as I can see, in limiting incoming e-mails from the public to messages without attachments. Perhaps this limitation should be specified up front on the website so that there's no confusion. I also believe that an auto reply acknowledging receipt of the incoming e-mail might still be a good idea.

Let's discuss further at your convenience. I am available later on this afternoon. Best, Rumu
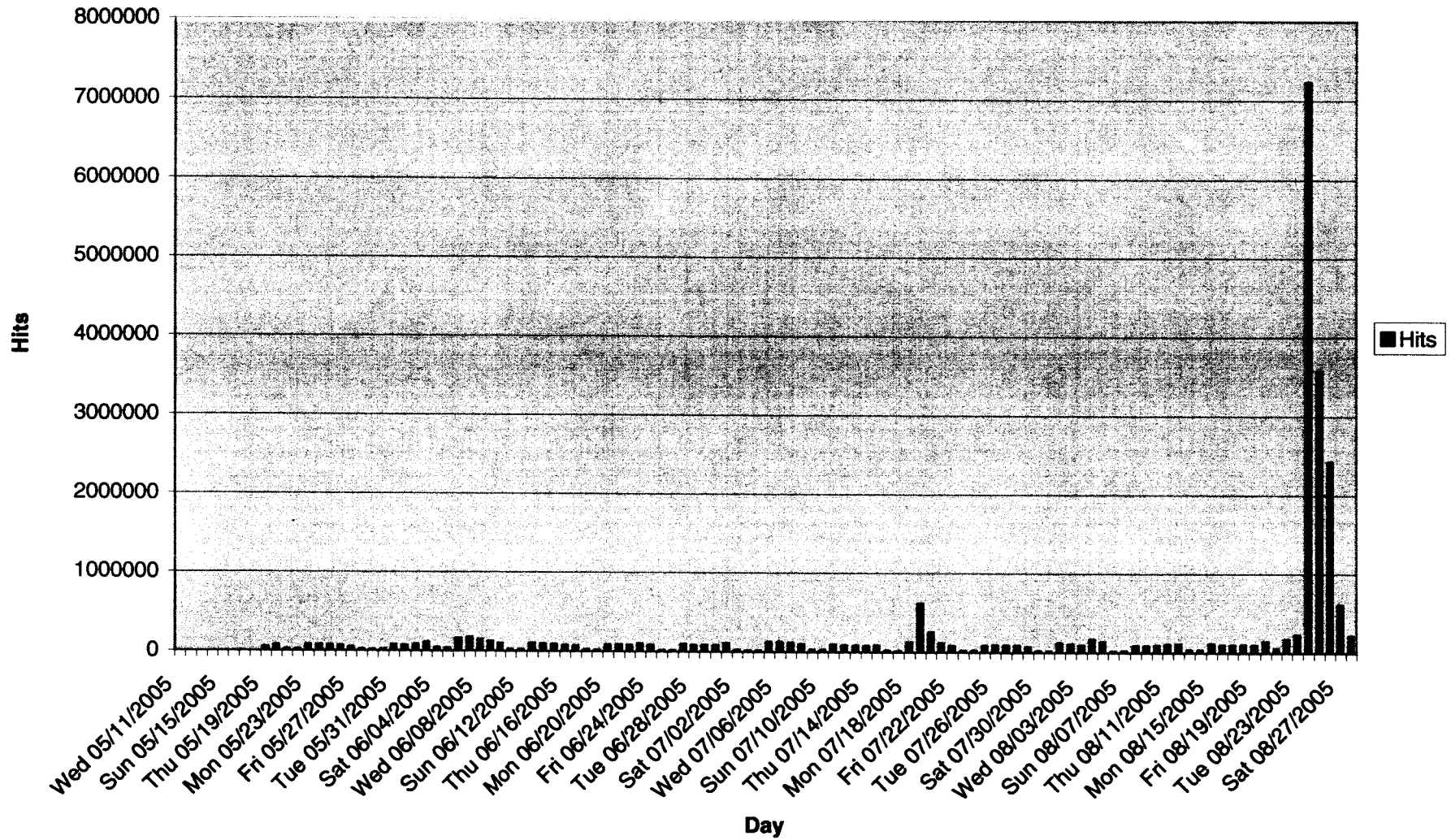
Rumu Sarkar
Associate Counsel
Defense Base Closure and Realignment (BRAC) 2005
2251 South Clark Street, Suite 600-18
Arlington, VA 22202-3920
Tel: (703) 699-2973
Fax: (703) 699-2735
E-Mail: rumu.sarkar@wso.whs.mil

BRAC Commission Website Weekly Hits

Hits

16000000	
14000000	
12000000	
10000000	
8000000	
6000000	
4000000	
2000000	
0	

May 11-15   May 16-22   May 23-29   May 30 - Jun 5   Jun 6-12   Jun 13-19   Jun 20-26   Jun 27 - Jul3   Jul 4 - Jul 10   Jul 11-17   Jul 18-24   Jul 25-31   Aug 1- 7   Aug 8-14   Aug 15-21   Aug 22-28

Weeks

■ Hits

BRAC Commission Website Daily Hits
Total Hits: 22,211,497

Chart showing daily hits over time with a large spike near Sat 08/27/2005.

Y-axis (Hits): 0 to 8000000

X-axis (Day): Wed 05/11/2005, Sun 05/15/2005, Thu 05/19/2005, Mon 05/23/2005, Fri 05/27/2005, Tue 05/31/2005, Sat 06/04/2005, Wed 06/08/2005, Sun 06/12/2005, Thu 06/16/2005, Mon 06/20/2005, Fri 06/24/2005, Tue 06/28/2005, Sat 07/02/2005, Wed 07/06/2005, Sun 07/10/2005, Thu 07/14/2005, Mon 07/18/2005, Fri 07/22/2005, Tue 07/26/2005, Sat 07/30/2005, Wed 08/03/2005, Sun 08/07/2005, Thu 08/11/2005, Mon 08/15/2005, Fri 08/19/2005, Tue 08/23/2005, Sat 08/27/2005

Legend: Hits

DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION
2521 SOUTH CLARK STREET
ARLINGTON, VA 22202
TELEPHONE: (703) 699-2950

Chairman: The Honorable Anthony J. Principi
Commissioners: The Honorable James H. Bilbray • The Honorable Philip E. Coyle III • Admirable Harold W. Gehman, Jr., USN (Ret.) • The Honorable James V. Hansen
General James T. Hill, USA (Ret.) • General Lloyd W. Newton, USAF (Ret.) • The Honorable Samuel K. Skinner • Brigadier General Sue Ellen Turner, USAF (Ret.)
Executive Director: Charles Battaglia

June 6, 2005

DELEGATION OF AUTHORITY

TO: Files

FROM: Chairman

SUBJECT: Designation of the Records Official

1. As the Chairman of the Base Closure and Realignment (BRAC) Commission, I hereby delegate the authority to act as Records Official to Ms. Margaret (Marcy) Reborchick. She shall have the authority to serve as the Commission's Records Official and, in that capacity, to implement policies and procedures for the creation of a records management program, implement recordkeeping requirements, and monitor compliance with such requirements, as may be deemed necessary.

2. Ms. Reborchick shall also serve as Commission Librarian and Custodian of both the documentary library and e-library maintained by the Commission in locations as shall be designated by the Commission. She shall also serve as the official liaison with ANSER, and other independent contractors, agencies, and offices as may be necessary, regarding the maintenance and support of Commission library and e-library facilities. Additionally, she shall be responsible for coordinating record (whether documentary or electronic) retrieval, retention, preservation, archiving, transfers and related functions, and shall have official signatory authority over such matters. She shall also be involved, as may be necessary, in developing or modifying systems, processes, and procedures to ensure that adequate recordkeeping requirements are established and carried out.

3. The delegation may be further redelegated in writing, as necessary.

ANTHONY J. PRINCIPI
Chairman

egov🏃
My Government. My Terms.

P·L. 107-347 (E-Gov. Act of 2002)

Recommended Policies
and Guidelines
for Federal Public Websites

Final Report of the
Interagency Committee on
Government Information

Submitted to
The Office of Management and Budget

June 9, 2004

- PDF documents should either be dated or the date should appear in the link to the PDF.
- Organizations should adopt a routine review process—monthly, quarterly, semi-annually, or annually—to identify obsolete content and remove it.
- The Web Content Management Toolkit website will provide more specific information, including examples and best practices, to help web content managers implement this requirement.

Implementation Date: December 31, 2007.

2. **POLICY: FEDERAL PUBLIC WEBSITES MUST BE WRITTEN AND ORGANIZED FROM THE AUDIENCES' POINT OF VIEW.** Websites must be written and organized from the point of view of the audience. When a website's intended audience is a specific group—scientists, residents of a particular military base, or business partners, for example—it also must include information for citizens, as a whole. When a website is available to the public and is funded by tax dollars, then citizens—as a whole—deserve certain basic information: who operates the website, its purpose, how it serves them, and how they can find out more—presented in terms they can understand.

   a. **Requirement: Content Must Be Organized in Ways That Make Sense to Citizens and Intended Audiences.** Federal public websites must be organized by subject (topic, tasks, services, life events), by audience group, by geographic location, or by any combination of these factors, as the primary navigation. In some cases, federal public websites may include navigation based on organizational structure; however, that must not be the primary navigation structure of the website. Web content managers must analyze the wants and needs of both citizens and other intended customer groups when organizing the content of federal public websites.

   Exceptions: There are no exceptions.

   Rationale: Usability tests and customer satisfaction reviews indicate that most web visitors—both citizens and other audience groups—are familiar with navigating websites by subject, audience, or location. These are the preferred ways to organize a federal public website. Focus groups and other feedback indicate that citizens do not know—nor do they want to know—how the government is organized to get the information and services they want. Creating navigation according to organizational structure is not the best way to design a website for citizens. If a federal website is available to anyone, then citizens—as a whole—are part of the audience and the website must be organized in ways that help them use it.

   Implementation Guidance:
   - Web content managers should use a variety of means to determine the best way to organize information for citizens and other customers, including:
     o Usability testing and research;
     o Customer satisfaction surveys;
     o Focus groups;
     o Email, phone calls, letters, and other contacts with the public;
     o Talking with intended audiences;
     o Talking with other web content managers; and,
     o Analyzing web reports, including search terms and statistics.

Interagency Committee on Government Information: Final Report to OMB   Page 11
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

- Some federal public websites focus on special audiences, such as specific business partners or other government organizations. Using an organizational structure as a secondary navigation may be desirable when those intended audiences are familiar with that structure.
- Because audiences' needs change, testing and analysis should be an ongoing effort.
- The Web Content Management Toolkit website will provide more specific resources, including examples and best practices, to help web content managers implement this requirement.

Implementation Deadline: December 31, 2007

b. <u>**Requirement: Homepages Must Be Written and Organized from the Viewpoint of the Public**</u>. The purpose of the homepage must be to help the public get to the content they need and want most. Homepages must be designed to feature the most requested information and services. Even if the public is not the primary intended audience of a website, the homepage must provide an easy-to-identify section where the purpose of the website and the value to citizens is explained in terms they can understand.

Exceptions: There are no exceptions to this requirement.

Rationale: Federal websites need to focus on helping the public find the services and information they want and need. The homepage is the main tool for sending visitors in the right direction. Web visitors want fast, efficient service. They want to find what they seek in the first screen. They do not want to be distracted by text or graphics that do not help them find what they want and that increase download time. Homepages must anticipate the wants and needs of the public. Homepage space, therefore, must be designed carefully and effectively to provide the very best customer service. Citizens—as a whole—are an audience for federal public websites funded by taxpayer dollars.

Implementation Guidance:
- Web content managers must assess their audiences' wants and needs to determine the content of the homepage. There are many options available to determine what audiences want and need
    o Customer satisfaction surveys;
    o Focus groups;
    o Email, phone calls, letters, and other contact with the public;
    o Talking with intended audiences;
    o Talking with other web content managers; and,
    o Analyzing web reports, including search terms and statistics.
- Usability testing can help web content managers organize information in the most effective way.
- The most requested information should be featured prominently, including online services and public use forms.
- Homepages should not feature photos of executives or employees of the organization. Those photos may be appropriate on the "About Us" or "News" page.
- Additional guidance—including examples and best practices—will be provided on the Web Content Management Toolkit website.

Implementation Deadline: December 31, 2005

Interagency Committee on Government Information: Final Report to OMB   Page 12
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

c. **<u>Guideline: Federal Public Websites Should Not Be Used for Employee Information.</u>** Federal public websites should contain information and services for the public. As a rule, they should not be used to convey information specific to that agency's employees. Intranets or extranets should be used to inform employees.

Exceptions: In emergencies, federal public websites may be used to inform both employees and the public about the status of operations.

Rationale: The public can be confused by instructions intended for employees. As a rule, federal public websites should be aimed at the public—not at federal employees of that agency.

Implementation Guidance:
- If content specifically for employees exists on federal public websites, it should be moved to an intranet or to an extranet, with password protection.
- If the agency or organization does not have and cannot acquire an intranet or extranet, then employee information should be isolated and carefully labeled, to show the public that it is not intended for them.
- Additional guidance and examples will be provided on the Web Content Management Toolkit website.

Implementation Deadline: December 31, 2007

d. **<u>Requirement: Federal Public Websites Must Use Basic Common Content, Terminology, and Placement.</u>** Federal public websites must incorporate common content, including common terminology and placement where specified.

Exceptions: Exceptions are noted under each item below.

Rationale:
- Many citizens visit more than one federal website. Usability studies have shown that using common terms and placement of content can help visitors who go to multiple websites identify what they want more quickly and easily.
- Citizens expect to find certain basic information on every federal public website, including something about the organization, some way to contact the organization, quick answers to common questions.
- The E-Government Act of 2002 requires that certain content be available to citizens, including the mission, organization, and strategic plans of federal agencies.
- Recent laws and regulations have placed a number of requirements on all federal public websites, including privacy policies, links to FOIA pages, accessibility policies, "NO " data, and more. By using common terminology and placement of this information, citizens will know where to look for it on each federal public website.

Implementation Guidance: Requirements are provided under each specific item below. Additional guidance—including examples, best practices, and resources—will be available on the Web Content Management Toolkit website.

(1) **Contact information.** Federal public websites must have a page entitled "Contact Us" or "Contact (Organization Name)." That page must be linked from the homepage and every

---
Interagency Committee on Government Information: Final Report to OMB   Page 13
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

major point of entry, using the page title as the link text. Contact information must include all of the following, at a minimum:

- Organization mailing address;
- Street addresses for any regional or local customer service offices;
- Phone number(s), including numbers for any regional or local offices or toll-free numbers and TTY numbers, if available;
- Means to communicate by electronic mail (for example, email address(es) or web-based contact form);
- The organization's policy and procedures for responding to email inquiries, including whether the organization will answer inquiries and the expected response time;
- Contact information to report data problems required by the Information Quality regulations,
- Contact information for small businesses, as required by the Small Business Paperwork Relief Act;
- Instructions on how to request information through the Freedom of Information Act (FOIA); and
- Contact information for reporting both technical and content problems with the website, including accessibility problems.

Exceptions: Organizations connected with national security, defense, and law enforcement may choose or be required to not include names, addresses, and phone numbers of offices and officials, including contact officials. However, they should provide some secure way for citizens to contact them.

Rationale: Citizens expect to be able to contact any federal government organization to ask questions, get information, or report problems. It is important to provide some means for them to do that.

Implementation Guidance:
- While the "Contact Us" link is required from the homepage and major entry points, it is desirable to include that link on every page.
- Organizations that need assistance in managing public inquiries should consult the USA Services Program, administered by GSA, which offers email, phone and publication distribution services.
- If TTY lines are not available, the agency can use the Federal Relay Service.
- The Web Content Management Toolkit website will provide specific examples and best practices for implementing this requirement, including examples of additional desired—but not required—information, such as a searchable online "phone book," showing both phone numbers and email addresses of employees.

Implementation Deadline: December 31, 2005

(2) **Organizational information.** Federal public websites must have a page entitled "About Us" or "About (Organization Name)." That page must be linked from the homepage, using the page title as the link text. The page must provide basic information about the sponsoring organization. At a minimum, it must include all of the following:
- A description of the organization's mission, including its statutory authority (required by Section 207 (f)(1)(A)(i) of the E-Government Act of 2002);

Interagency Committee on Government Information: Final Report to OMB   Page 14
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

- Strategic plan (required by Section 207 (f)(1)(A)(iv) of the E-Government Act of 2002);
- Organizational structure (required by Section 207 (f)(1)(A)(iii) of the E-Government Act of 2002);
- Basic information about parent and subsidiary organizations and regional and field offices, as appropriate;
- Name of the agency head and other key staff, as appropriate; and
- Contact information, as described in section 2d(1)

Exceptions:
- Cross-agency portals are exempt from all items except contact information; however portals should include a description of the purpose of the portal, its intended audiences, sponsorship, and any strategic plans for the portal.
- The Central Intelligence Agency and other agencies cited in Title 5, Part 1, Chapter 3, Section 306(f) may be exempt from posting strategic plans.

Rationale: The public, including students and researchers, often wants to know something about the organization that sponsors a public website. The E-Government Act requires specific information that must be included on all federal public websites, and several of these are appropriately categorized under "About Us." It will help visitors find this information if every federal public website puts it in that same category.

Implementation Guidance:
- Small organizations that do not have a specific mission or strategic plan should link back to the parent organization's mission and plan
- On kids' websites (other than kids.us websites), the "About Us" link can go to
  o The parent organization's "About Us" page, or
  o An "About Us" page written for kids. If an organization chooses this option, the "About Us" page still must include a link to the parent organization's "About Us" page, for the benefit of parents who may want to know more about the sponsoring organization.
- Kids' pages developed in the kids.us domain may publish the URL of the parent organization's "About Us" page.
- Though the "About Us" link is required only on the homepage, it is desirable to include it on all major entry points.
- If possible, the organization chart should be interactive, allowing visitors to find additional details about components of the organization.
- The organization's mission and plans should be written or explained in terms that citizens can understand.
- The Web Content Management Toolkit website will provide specific examples and best practices for implementing this requirement, including examples of additional desired—but not required—information, such as organization history and budget information.

Implementation Deadline: December 31, 2005

(3) **Site Map or Subject Index.** Every federal public website must have a page entitled "Site Map" or a page entitled "Subject Index" that gives an overview of the major content categories on the website. At a minimum, there must be a link to the Site Map or Subject Index from the homepage, using those words as the link text. Site Maps and Subject Indexes must be kept current so they are useful.

Interagency Committee on Government Information: Final Report to OMB   Page 15
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

Exceptions: There are no exceptions to this requirement.

Rationale: The public needs to be able to find the information and services they seek, as easily as possible. Even on small public websites, a Site Map or Subject Index can give them a quick and easy way to find what they want. Usability testing on the terms "Site Map" and "Subject Index" show that the public understands these terms, so organizations must use them.

Implementation Guidance:
- The Web Content Management Toolkit website will provide additional guidance, including specific examples and best practices, for implementing this requirement.
- Web content managers should establish a schedule or process for reviewing and updating the Site Map or Subject Index.
- A Subject Index will be most useful to visitors if it incorporates terms they commonly use. Web content managers should review common search terms and frequently asked questions to help construct a Subject Index.

Implementation Deadline: December 31, 2005

(4) **Common or Frequently Asked Questions**. Federal public websites must have a page for answers to frequently asked questions. That page must be linked from the homepage and every major entry point, using the title of the page as the link text. This page must provide basic answers to questions the agency receives most often.

Exceptions: There are no exceptions to this requirement.

Rationale: Though web content managers do their best to write and organize their websites to anticipate all questions, it is an impossible task. Visitors still have questions because they couldn't find something, because they didn't understand something, or because it isn't there. A list of answers to common questions can be a big help to the website audience.

Implementation Guidance:
- There are several ways for web content managers to compile a list of common questions and answers:
  - Look at email, phone calls, and letters from the public
  - Conduct a survey
  - Arrange focus groups
  - Talk to the people who answer phones and mail at the organization
  - Look at statistics
  - Look at information requested under the Freedom of Information Act
  - Review top search terms
- Existing usability research shows the acronym, "FAQ," is not well recognized. "Frequently Asked Questions"—spelled out—is the most common terminology used, but there is no consensus on whether the public views it as the best terminology. The Web Content Standards Working Group will perform usability testing on preferred terms and placement of links to this page. In the meantime, organizations should avoid using the acronym.
- The Web Content Management Toolkit website will provide additional guidance, including specific examples and best practices, for implementing this requirement.

Interagency Committee on Government Information: Final Report to OMB   Page 16
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

Implementation Deadline: December 31, 2005

(5) **Online Services**. Federal public websites must offer easy access to online services, displaying them as prominently as possible.

Exceptions: There are no exceptions to this requirement.

Rationale: Website visitors want self-service, and they want it fast. They want to know—right away—what they can do on the website to help them solve their problems or achieve their goals. Agencies can save time and money and by putting services online. To be effective for visitors, federal public websites must prominently display the most requested and most used online services, so visitors can find out what the website can do for them.

Implementation Guidance:
- Web content managers should identify the most commonly requested and commonly used online services on their websites and make sure that they are advertised prominently and can be reached quickly.
- As new online services are added to the website, they should be highlighted appropriately.
- The Web Content Management Toolkit website will provide additional guidance, including specific examples and best practices, for implementing this requirement.

Implementation Deadline: December 31, 2005

(6) **Forms and Publications**. Federal public websites must offer easy access to public use forms and current publications and link to appropriate federal portals that offer forms and publications for the public.

Exceptions: The only exception to this requirement is a website for an organization that has no public use forms and publications.

Rationale: Website visitors want fast, easy service—24 hours a day, 7 days a week. They do not want to have to wait until an organization is open for business. They do not want to wait in line or on the phone to get forms and publications they need to accomplish their objectives.

Implementation Guidance:
- Public use forms and current publications should be available on federal public websites, or through links to portals, so that citizens can get them when they need them.
- Federal public websites that offer forms must link to related portals. Currently, fedforms.gov is the forms portal.
- Federal public websites that offer publications must link to portals that offer related publications. Currently, pueblo.gsa.gov and gpoaccess.gov are publications portals.
- If forms or publications or both are not available for viewing, downloading, or completing online, then—at a minimum—the website must provide instructions on how to order them.
- Access to public use forms and publications should be obvious on the website.
- Websites should provide public use forms in a fillable format, if possible.
- The Web Content Management Toolkit website will provide additional guidance, including specific examples and best practices, for implementing this requirement.

Implementation Deadline: December 31, 2005

Interagency Committee on Government Information: Final Report to OMB   Page 17
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

c. **Requirement: Federal Public Websites Must Follow Basic Common Linking Practices.**
Federal public websites must follow these requirements when linking to other websites:

(1) **Linking Policy**: Organizations must develop and post a clear and comprehensive policy for linking to other websites. Policies must include criteria or guidelines for selecting links to non-federal government websites. Linking policies must be available, at a minimum, from the website's "Web Policies and Important Links" page.
(2) **Notification**: Federal public websites *must* notify visitors when they are leaving the website for a non-federal government website. Federal public websites *may* notify visitors when they are leaving the website for another federal government website.
(3) **Disclaimers**: Federal public websites *must* disclaim responsibility for the content and privacy policies used by non-federal government websites. In the interest of seamless government and maintaining the general public's trust, federal public websites *must not* disclaim responsibility for the content of other federal public websites.
(4) **Review**: Organizations must review external links on an established schedule to make sure they still work and that they are still appropriate. The schedule must be included in the linking policy.

Exceptions: Organizations are not responsible for maintaining links contained in documents or reports belonging to another organization or entity that are republished on the website.

Rationale: Linking to outside websites — both federal and non-federal — can add real value to a website, but organizations must manage links effectively.
- The public needs to know how an organization chooses its links.
- Links need to work, and they need to lead the visitor to additional information related to a particular topic.
- Visitors expect federal public websites to take them to other websites that will be helpful. Web content managers of federal public websites have a responsibility to their visitors to ensure that they select links that fulfill that expectation.
- Linking to other websites reduces duplication of content. Content should be posted once by agencies with the greatest expertise and used by other agencies and portals, through links.
- All federal public websites must meet certain requirements mandated by laws, regulations and policies; therefore, it is safe to send a visitor to another federal public website, without a disclaimer. Moving from one federal public website to another should be as seamless as possible.
- When sending a visitor to a non-federal website, owners of federal public websites have a responsibility to inform visitors that the website they are going to does not necessarily operate under the same laws, regulations, and policies as federal websites.
- Linking to another website is valuable since it brings additional visitors to the website. Web content managers of federal websites must have clear and fair criteria for deciding which links they will use, particularly when they are asked by another website owner to establish or trade links.

Implementation Guidance:
- Agencies must establish a process and schedule for reviewing existing links to make sure that they work and that they still add value. Organizations should review links monthly or quarterly, at a minimum. Websites with a large number of external links, such as portals, should be reviewed more often.
- Options for notifying visitors that they are leaving the website include the following:

Interagency Committee on Government Information: Final Report to OMB   Page 9
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

- o Placing an icon next to the link;
- o Identifying the destination website in the link text or description itself;
- o Inserting an intercepting page that displays the notification, after the user selects the link; and
- o Displaying all non-federal links in a separate listing from federal links.
- o Organizations may use the same notification process for links to federal websites.
- Organizations that currently disclaim other federal websites must remove disclaimers.
- Examples of linking policies, disclaimers, and link notifications will be available on the Web Content Management Toolkit website.

Implementation Deadline: December 31, 2005

d. **Requirement: Federal Public Websites Must Be Current**. Every homepage, navigational page, and document on a federal public website must have a date showing that it is current, that it has been reviewed within the past 12 months, or that it is a historical document. Content that is obsolete and is not required by law or regulation should be removed or archived, in compliance with the organization's records management schedules.

Exceptions:
- If a document is reproduced from another entity and cannot be altered to add a posting date or notification that it is an historical document, it is exempt.
- Existing documents (not homepages or navigational pages) are grand-fathered; however, as time and resources permit, organizations should date those documents, too.

Rationale: Citizens, businesses, and other governments expect the information on federal public websites to be valid, accurate, and current. Researchers, media, students, and others need to cite dates.

Implementation Guidance:
- There are several options for implementing this requirement.
  - o Date Posted: If the page or document has been posted within the past year, the "date posted" may be adequate. Documents older than one year may appear out-of-date. At that point, it would be advisable to go to a "last reviewed" date to show that the content remains current.
  - o Date Last Modified or Updated: If the page or document has been modified or updated in the past year, the "date last modified" or "last updated" may be adequate. Again, content older than one year should be reviewed and the review date should be noted. Organizations do not need to change the date last modified or updated for corrections of spelling or typographical errors.
  - o Date Last Reviewed: Unless a document is historical, if content is more than one year old, it should be reviewed. The date of that review can be used to show that the content is current.
  - o Date Last Certified: Some agencies use a quarterly or annual certification process to ensure that all content is reviewed regularly. In that case, the date of the last certification can be used to show the content is current.
  - o Historical Document: For pages or documents that will never change, such as news releases, official reports, final rules, etc., the date of publication can be used, along with a notation that this is a "historical document."
- It is not essential to put the date on every page of a document, though it is desirable.

Interagency Committee on Government Information: Final Report to OMB   Page 10
Recommended Policies and Guidelines for Federal Public Websites
June 9, 2004

ANSWER May 11, 2005 10 AM
(Shirlington)
George Delgado (BRAC)

431 (Polk Bldg.)
   $140/1st mo.; $110/mo. - 20 days cancellation notice

Andy -   (editor in chief for report)
Dave Van Saun- Ashley (deputy Assistant)
Kathleen Robinson - deputy to Dave

   Jennifer (ANSER) - webpage contact person ⟶ Sun. aft. for IT issues
Diane Carnevale - COTR for ANSER
Library Configuration (508 requirements
   Greg McGuire - BRAC for contract
   mtg. - domain (BRAC.gov)
   Mike Breton - BRAC guy @ 3d floor

Webpage - p. website (Friday 5/13/05) ⟶ after 10 pm press release of BRAC List
   navigation buttons (About etc.)   Monday - website (DOD) of List
   BRAC List - by state/service
   Link to DOD BRAC page (as of Friday - 12 vols. unclass/1 class - not on webpg/
      copy from DOD - no copyrt. infringement

DOD BRAC - webpg: printed/disks of website (Friday) - PDF vols.
   Vol. I - consolidated List
   Vol II - etc. Services/cross-services/state
   also in p. library
Content List - uploaded by Thurs (to Diane)

Statements- disclaimers (check w/ Den)
    5 out of 9 Ok'd Comm. bios.
Thurs. afternoon- clearance from BRAC on webpg. 5/12/05
    signatory authority- Commander McGuire (authorization)
    Read-only access for e-library (internal)
        p. library = FOIA reading room
        Add docs. from R & A

[letter to 16 copied to Hutchinson/Feinstein] w/ table of responses
    ask for clarification- do cheat sheet [DOD- try to bury report]
    Chairmen- cancelled hearing by DOD / No BRAC hearing until July '05
        PR/ Congressional relations- so weak
MFR: BRAC Employment? / In SES commitment (?) - MFR

Input docs. - not to use BRAC fax / mail- scanned it / logged in (but not on webpg)
(contact us: email address (yes or not) - (ask Den)
    printout from website

Internal e-mails- firewalling
    outside e-mails- don't answer -> McGuire ⟶ filed by ANSER
        electronic email- mailbox (external inputs)
                via to emailbox
limit size of e-mail (no attachments) - no autoreply ⟵ ⟶ "
    Regional Hearings- preparation for local hearings (exhibits)
        E-GOV (FOIA?); spammers/virus

disclaimer: obscene, offensive- not considered or entered into record
        @ SA/WH.

Cole, Christopher

From:	Cole, Christopher
Sent:	Monday, May 09, 2005 8:28 AM
To:	'diane.carnevale@wso.whs.mil'
Cc:	Bull, Steve
Subject:	ANSER Team Requests

Diane,

We had a good meeting yesterday and we are working towards getting all of the ideas we discussed incorporated into the web site and E-library designs. At the conclusion of the meeting I agreed to send you a list of the issues that we need your assistance on. Below is that list. If you, or any of the the other Commission staff, have any questions, please feel free to contact me.

Content Needed for Website
- Welcome text
- Commissioner bios
√ - Commission org chart
- Text overview for the "Process" section
- Items for "News" section
- Official wording for the DoD list of recommendations
- Regional meeting and site visit schedules, as they become available /15
- Words for the "Contact Us" page- instructions for submission of documents disclaimer and rules for feedback form submissions
- Words about the library space (encouraging people to visit the ANSER location)
- Privacy, Accessibility statement text
      -White House statements:
            http://www.whitehouse.gov/accessibility.html
            http://www.whitehouse.gov/privacy.html

FOIA ⟶ Legal Affairs
all public info.

Other Items Needed
- Schedule for hearings/meetings (in Washington DC area)
- When can the ANSER team meet with the Commission document control manager?
- CRITICAL: Need to meet with the WSO IT personnel to discuss location of the Commission E-library, and other policies related to ANSER personnel electronic access   *⟶ Mike Retten*
- Estimated time when complete workstations will be available in Commission facility for ANSER personnel
- Establish schedule for training Commission staff on E-libraries
- Expected outline of the Commission final report
- Find out where mail can be screened prior to arrival at Commission facilities (ANSER is researching this issue)
- Schedule a time for Dave Van Saun (and any other Commission staff) to visit ANSER library and conference facility

Respectfully,
Chris

15 Regional Hearings → No closed sessions (no classified)
"browse" function
search function
printerfriindly format

Christopher S. Cole
ANSER (Analytic Services Inc.)
(703)416-3436

BRAC Security and Privacy Notice

By law, any information that you choose to provide to the 2005 Defense Base Closure and Realignment (BRAC) Commission must be incorporated into the public record. The information you provide will be used to inform the BRAC Commission's evaluation of the recommendations of the Department of Defense regarding realignment and closure of defense installations and to formulate the recommendations of the BRAC Commission. If you do not want your contact information to be incorporated into the public record, do not include that information in your submissions to the BRAC Commission. The BRAC Commission will not redact such information from the record once it has been submitted. The BRAC Commission will not consider any information provided by the public that is obscene or otherwise violative of the law. Obscene or otherwise unlawful submissions will not be incorporated into the public record.

The BRAC Commission website does not collect any permanent data other than that which you submit by deliberate electronic message.

Acessibilty

ACCESSIBILITY

SECTION 508 OF THE REHABILITATION ACT

Web Accessibility

The ~~Treasury Department is~~ committed to making its Web Site accessible to all citizens. ~~The Department's web site is undergoing redesign~~ to ensure that it meets or exceeds the requirements of Section 508 ~~of the Workforce Investment Act of 1998. Many of our pages now meet the standard but we are continually working to make all pages accessible.~~

If you have any section 508 issues with any page on our site, please use our 508 feedback form to share them with us. Someone will contact you.

- Section 508 feedback form

of the Rehabilitation Act of 1973, 29 U.S.C. Section 794d, as amended.

Section 508 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

USAID
FROM THE AMERICAN PEOPLE

PRIVACY AND SECURITY *& Security Notice*

You are here » Home »

USAID Privacy Policy *Usaid.gov*

USAID EMAIL CONTACTS

SEARCH

Privacy Notice

This section of the page explains how the U.S. Agency for International Development will handle information we learn about you from your visit to our web site. The information we receive depends upon what you do when visiting our site.

- If you visit our site to read or download information, such as country information or information about one of our projects:

  We collect and store only the following information about you: the name of the domain from which you access the Internet (for example, aol.com, if you are connecting from an America Online account, or iowa.edu if you are connecting from the University of Iowa's domain); the date and time you access our site, the Internet address of the web site from which you linked directly to our site; and what information you view while you visit our web site.

  We use the information we collect to measure the number of visitors to the different sections of our site, find out what information is the most viewed, and to help us make our web site more useful to visitors. This gathering and storing of information is separate from the activity described as *monitoring* in our Security Notice.

  The information gathered is used for two purposes: site management and, in the case of suspected unauthorized activity, for law enforcement and possible criminal prosecution (see Security Notice).

- If you identify yourself by sending us a comment using our contact page or an E-mail:

  You also may decide to send us personally-identifying information, for example, in an electronic mail message asking a question or providing us with a comment or suggestion. We use personally-identifying information to respond to your comment or suggestion, and to count the number of people sending us comments. In certain instances, your comment or suggestion may be forwarded to other U.S. government agencies or departments if they are in the best position to respond to your message.

  We want to be very clear: We will not obtain personally-identifying information about you when you visit our site, unless you choose to provide such information to us. We maintain the information we collect in accordance with the Privacy Act of 1974, where applicable.

Cookies and other information stored on your computer

In general, this site does NOT use the "cookies" that some Web sites use to gather and store information about your visits to their sites.

Cookies are essentially tokens of information, such as preferences and passwords, which some Web servers collect from you when you access them. That data is stored on your hard drive-not on the Web site's server. Whenever you visit a "cookie" site, the server looks for its cookie on your hard drive and, if found, then reads the information it stored there. Cookies generally are stored in your browser's directory or folder in a file named cookie.txt

(MagicCookie on a Macintosh).

However, you should be aware that on a limited number of pages, the USAID web site uses persistent "cookies" to only authenticate the identity of the user. You will also receive a specific notice about this "cookie" on the page BEFORE the "cookie" is used or "set." USAID uses this technology in order to:

- maintain the integrity of the information presented; and
- authenticate the identity of the individual user.

USAID takes the safeguarding of any personally identifying information very seriously. Any information collected using the "cookies" associated with this section of the USAID web site will be used only in connection with the administration of this discussion group.

We collect this information only to authenticate your identity while you are these limited sections of the USAID web site. The "cookie" has no other function, and USAID will not share any information associated with this "cookie" with individuals not connected with the administration of this section of the USAID web site, or with anyone outside USAID.

Further, some of the links on the USAID web site point to non-USAID sites which may place cookies on your computer. You can expect to be notified that you are leaving the USAID site when you select one of these links. However, you should know that the non-USAID site may still place a cookie on your computer while you are reading the warning message.

If you want to avoid such cookies, we encourage you to set your browser to notify you when cookies are being set and allow you to reject them. Your system's help files will explain how to do this.

[Return to top]

Security Notice

For SITE SECURITY purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

We generally will not obtain personally identifying information about you when you visit our site, unless you choose to provide such information to us. See also Privacy Act Notice.

If monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel.

[Return to top]

General Disclaimer

Information presented on this Web site is considered public information and may be distributed or copied freely unless identified as being subject to copyright protection. In return, we request only that USAID be cited as the source of any information, photos, and images copied from this site and that any photo credits or bylines be similarly credited to the photographer or author.

We strongly recommend that USAID data be acquired directly from this Web site and not through other sources that may change the information in some way or exclude material crucial to the understanding of that information. While we make every effort to provide accurate and complete information, some information may change between site updates. Substantive changes may be noted when content is next updated.

[Return to top]

Disclaimer of Endorsement

The documents posted on this Web site may contain hypertext links or pointers to information created and maintained by other public and private organizations. These links and pointers are provided for visitors' convenience. We do not control or guarantee the accuracy, relevance, timeliness, or completeness of any linked information. Further, the inclusion of links or pointers to Web sites other than a USAID-managed Web site is not intended to assign importance to those sites and the information contained therein, nor is it intended to endorse, recommend, or favor any views expressed, or commercial products or services offered on these outside sites, or the organizations sponsoring the sites, by trade name, trademark, manufacture, or otherwise.

Reference in this Web site to any specific commercial products, processes, or services, or the use of any trade, firm or corporation name is for the information and convenience of the site's visitor's, and does not constitute endorsement, recommendation, or favoring by the United States Government or USAID.

The views and opinions of authors expressed herein do not necessarily state or reflect those of the U.S. Government or the USAID, and shall not be used for advertising or product endorsement purposes.

[Return to top]

Disclaimer of Liability

Every effort is made to provide accurate and complete information. However, with the thousands of documents available, often uploaded within short deadlines, we cannot guarantee that there will be no errors. We make no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of this Web site and expressly disclaim liability for errors and omissions in the contents of this Web site.

With respect to the content of this site, neither the United States Government, nor USAID, nor their employees and contractors make any warranty, expressed or implied or statutory, including but not limited to the warranties of non-infringement of third party rights, title, and the warranties of merchantability and fitness for a particular purpose with respect to content available from this USAID Web site or other Internet resources linked from it. Additionally, neither the U.S. Government nor USAID assume any legal liability for the accuracy, completeness, or usefulness of any information, product, or process disclosed herein nor freedom from computer virus, and do not represent that use of such information, product, or process would not infringe on privately owned rights.

[Return to top]

Links to this Web Site or Its Contents

You may freely link to this Web site or any of its content. We ask only that you identify that the link is to an Internet resource.

[Return to top]

Links to Other Sites

Our Web site has links to other United States Government agencies and to private organizations, who we believe are relevant to our agency's mission. Once you link to another site, you are subject to the disclaimers and security and privacy policies of the new site.

[Return to top]

Copyright Notice

Unless a copyright is indicated, information on this Web site is in the public domain and may be reproduced, published or otherwise used without USAID's permission. We request that USAID be cited as the source of the information and that any photo credits or bylines be similarly credited to the photographer or author or USAID, as appropriate.

If a copyright is indicated on a photo, graphic, or any other material, permission to copy these materials must be

obtained from the original source.

This copyright notice does not pertain to information at Web sites other than this Web site.

[Return to top]

Computer Fraud and Abuse Act

Unauthorized attempts to upload information and/or change information on this Web site is strictly prohibited and is subject to prosecution under Title 18 U.S.C., Sections 1001 and 1030). [See Security Notice]

[Return to top]

Site Management

The Bureau for Legislative and Public Affairs' Information Center and the Bureau for Management, Office of Information Resource Management, manages the overall information content, design, and, organization of this Web site and coordinates release of USAID information on the Internet.

[Return to top]

Verification or Hard Copy of Content

If you would like verification or a hard copy of information released on this USAID Web site, contact our staff:

Information Center
U.S. Agency for International Development
Washington, D.C. 20523-1000
Phone: 202-712-4810
Fax: 202-216-3524

[Return to top]

For More Information

If you have any questions or comments about the information presented here, please contact USAID at the address or phone or fax numbers listed above or e-mail us.

Back to Top ^

Last Updated on: January 07, 2005

BRAC 05 DOCUMENT /DATA MANAGEMENT, HEARINGS SUPPORT AND ADDITIONAL STAFF SUPPORT

1.0 BACKGROUND

- BRAC 2005 has an aggressive schedule to comply with the Defense Base Closure and Realignment Act of 1990 (as amended through FY05 Authorization Act).
- All of the documentation and hearings will be conducted in the "Open."
- The process to close and realign military installations is very sensitive and must be conducted in an extremely thorough and fair manner.
- The process must remain independent to provide an objective evaluation of the DOD BRAC List of installations to close or realign and to recommend appropriate additions or modifications.

2.0 TASKS

- Provide a "one stop shopping" Document Management System that includes as a minimum the following:

    o Create and maintain throughout the BRAC 2005 Process a complete Electronic Library of all documentation (electronic and hard copy) including but not limited to all DOD provided documentation, all State or Local government provided documentation, all documentation provided by any other authorized source, all email correspondence from the public and any additional information that the BRAC Staff deems as appropriate. Catalog, scan, store, and retrieve documents on demand. All electronically provided data will be equally managed.

    o Receive all certified documentation delivered from the office of the Secretary of Defense, the Services or Defense Agencies and verify the agency making the delivery has complied with BRAC Public Law, Section 2903, (c), (6) and submit copies to the Senate and the House of Representatives

    o Document receipt of all OSD certified material provided to the Commission.

    o Create, operate and maintain a web page to provide public access to all the "open" files in the E-Library and screen and sort all incoming email comments.

    o Use existing software (tailored to this application) to provide basic "Google" like search characteristics for public access to the "open" database. Provide more robust search options for the BRAC Staff.

- ~~Provide a system to track and archive all electronic communication between the commission and all Public or Private parties that is substantially related to the open exchange of information regarding certified data or specific advocacy of merits or differences in closure or realignment consideration. (THIS NEEDS HARD GC, ADMIN and STAFF DIRECTOR REVIEW)~~

- Provide a "one stop shopping" documentation of all official BRAC Commission Hearings and Regional Meetings including producing verbatim transcripts and posting in the E-Library. *Electronic*

- Provide other program management and staff analyst support as required by the BRAC Staff. → by ?

- File, catalogue, and make available all material provided. All hardcopies will be scanned and electronically stored and placed on a publicly available server. All electronic provided data will be equally managed. *cally* > ? ?

- Manage and control the access of public and government officials in the viewing, sorting, use and copying of all such information. ?

- Document, archive, and package all such documentation at the conclusion of the BRAC process.

- Provide technical support and help desk support, including direct support in BRAC offices in Crystal City, for a minimum available 16X7 (6am-10pm 7 days a week).

- Maintain a BRAC library on-site at the BRAC office in Crystal City. *The library* It will include a public reading room equipped with two (2) terminals for access to catalogued material (public web access). Provide technical proposal and cost for following option:

  o Create and maintain a complete off-site library for public access to the BRAC library including as a minimum two (2) terminals for access to the Public Electronic Library, appropriate working space for document review and printing/reproduction facilities for designated documents. Maintain two (2) public access terminals in the BRAC office in space provided. *in Crystal City*

- Maintain physical control of all received material.

- Provide training for staff on software system for information retrieval.

- Provide daily notice to the staff of new material received/posted.

- Provide and maintain two (2) web based systems. One for full public access and one for internal working analysis fire-walled from each other. Provide remote and web

based access for the staff. Maintain the sanctity of the working papers of the staff from the public access systems.

- Provide the ability to quickly inventory, catalogue, assess, retrieve, and archive all information received.

- Provide technical and cost proposal for the following option:

  o Compile, organize, edit and print the final report.

3.0 PERIOD OF PERFORMANCE

~~The contract shall complete once the BRAC Commission is disestablished or when the records and accumulated files are archived, which ever is earlier.~~

From contract award through 8 NOV 05 with the option to extend designated services until the BRAC Commission is formally disestablished in 2006.

4.0 ADMINISTRATIVE REQUIREMENTS

Point of contact:
Director of Administration and Operations BRAC 2005 Commission Staff
Diane Carnevale
703-699-2908

5.0 POTENTIAL CONFLICTS OF INTEREST

The term "organizational conflict of interest" means that the contractor has interests which (i) may diminish its capacity to give impartial, technically sound, objective assistance and advice in performing the contract, (ii) may otherwise result in a biased work product under this contract, or (iii) may result in an unfair competitive advantage.

In accordance with FAR Subpart 9.5, Organizational Conflicts of Interest, the Government has determined that a potential conflict of interest may exist for offerors under this solicitation who may also have had:
- o Substantial involvement in the BRAC 2005 for DOD concerning the preparation of recommendations for closures or realignments.
- o Direct involvement with State or Local governments or any other organizations working to support local military installations/activities, in the capacity to assist that entity in such efforts.

3

Offerors shall immediately notify the contracting officer in writing if such potential conflict of interest exists or arises under this solicitation or during performance of the contract.

6.0 PROPOSAL REQUIREMENTS

The ~~contractor~~ officer shall submit a proposal that includes the following elements:

- Price

- Technical approach
  - Limited to 5 pages

  - Discuss technical approach specifically addressing each task element and any additional items consistent with the goal of a complete "one stop shopping" Document Management System.

  - Discuss staff capability and provide resumes for program manager, senior IT/software engineer. Provide paragraph summary on all other personnel required to execute the technical approach. Designate if any personnel are contingent hires or temporary.

  - Discuss mobilization approach and time line to mobilize.

  - Discuss phase-out approach.

  - ~~Previous Government Commission Support or the equivalent.~~

  - ~~Web site management/hosting.~~

  - ~~Electronic Library experience.~~

  - Discuss additional program management, expert "witness" and analyst staff support across a wide range of functions in the Federal arena as potential option as required by the BRAC Commission Staff.

  - ~~Ability to mobilize~~

- Past Performance information

    o Previous Government Commission Support or the equivalent.

    o Previous Web site management/hosting.

    o Previous Electronic Library experience.

4

o   Include at least three (3) references.

7.0 SOURCE SELECTION DECISION

Award will be made to the offeror providing best value to the Government, price and other factors considered. Technical approach and past performance are considered of equal importance, and when combined, are significantly more important than price.

Cirillo, Frank, CIV, WSO-BRAC

From:	Cirillo, Frank, CIV, WSO-BRAC
Sent:	Tuesday, April 26, 2005 7:29 AM
To:	Van Saun, David, CIV, WSO-BRAC; Cook, Robert, CIV, WSO-BRAC
Subject:	RE: SOW Bullets - First Cut

I think looks very good -

Please run hard copy of the final draft and comments by Diane as she is lead in the long term and will serve as COTR (no e-mail yet). (I will pass a hard copy of this to her.

Also include the GC in any wording and review of the document because in the end game, this effort must hold up in any challenges in court or the public arena.

Please fold in my bullets sent earlier into the "Specific Tasks" section, how and where you think appropriate (I pasted them in at the end but they probably need editing).

Frank

From:	Van Saun, David, CIV, WSO-BRAC
Sent:	Monday, April 25, 2005 7:42 PM
To:	Cook, Robert, CIV, WSO-BRAC; Cirillo, Frank, CIV, WSO-BRAC
Subject:	SOW Bullets - First Cut

Frank and Bob - Below is my first cut. Something to start on. My brain is now "frizzed" for the day! Dave

BRAC 2005 Document/Data Management, Hearings Support and Additional Staff Support

1. Background

with time-critical deadlines (handwritten)

- BRAC 2005 has an aggressive schedule to comply with the Defense Base Closure and Realignment Act of 1990 (as amended through FY 05 Authorization Act).
- All of the documentation and hearings will be conducted in the "Open."
- The process to close and realign military installations is very sensitive and must be conducted in an extremely thorough and fair manner.
- The process must remain independent to provide an objective evaluation of the DOD BRAC List of installations to close or realign and to recommend appropriate *[Cirillo, Frank, CIV, WSO-BRAC]* additions or modifications.

2. General Experience

Charlie says not required no mention of clearance requirements (handwritten)

- Previous Government Commission Support or the equivalent.
- Web site management/hosting.
- Electronic Library Experience.
- Program management and analyst staff support across a wide range of functions in the Federal arena.
- No *[Cirillo, Frank, CIV, WSO-BRAC]* substantial involvement in the BRAC 2005 for DOD *[Cirillo, Frank, CIV, WSO-BRAC]* concerning the preparation of recommendations for closures or realignments.
- *[Cirillo, Frank, CIV, WSO-BRAC]* No direct involvement with State or Local government or any other organization working to support local military installations/activities *[Cirillo, Frank, CIV, WSO-BRAC]* , in the capacity to assist that entity in such efforts.

3. Specific Tasks

- Provide a "one stop shopping" Document Management System that includes as a minimum the following:

   - Create and maintain throughout the BRAC 2005 Process a complete Electronic Library of all documentation (electronic and hard copy) including but not limited to all DOD provided documentation, all State or Local government provided documentation, all documentation provided by any authorized source, all email correspondence from

the public any additional information that the BRAC Staff deems as appropriate. Catalog, scan, store, retrieve documents on demand.

[Cirillo, Frank, CIV, WSO-BRAC]
      - The length of this contract shall be determined as from start of the contract until the BRAC Commission is disestablished, or such date as when the records and accumulated files are archived, which ever is earlier.

      - Create, operate and maintain a web page to provide public access to all the "open" files in the E-Library and screen and sort all incoming email comments.

      - Use existing software (tailored to this application) to provide basic "Google" like search characteristics for public access to the "open" data base. Provide more robust search options for the BRAC Staff.

[Cirillo, Frank, CIV, WSO-BRAC]
- Provide a system to track and archive all electronic communication between the Commission and all Public or Private parties that is substantially related to the open exchange of information regarding certified data or specific advocacy of merits or differences in closure or realignment consideration. (THIS NEEDS HARD GC, ADMIN and STAFF DIRECTOR REVIEW)

- Provide a "one-stop shopping" documentation of all official BRAC Commission Hearings and Regional Meetings including producing verbatim transcripts and posting in the E-Library.
- Provide other program management and staff analyst support as required by the BRAC Staff.
- *[Cirillo, Frank, CIV, WSO-BRAC] below are my earlier bullets - in no specific order.*
- Receive all certified documentation delivered from the office of the Secretary of Defense or the Services or Defense Agencies and verify the agency making the delivery has complied with BRAC Public Law, Section 2903, (c), (6) and submitted copies to the Senate and to the House.
- Receive and document receipt of all OSD certified material as well as all public information provided to the Commission.
- File, catalogue, and make available all material provided. All hardcopies will be scanned and electronically stored and placed on a publicly available server. All electronic provided data will be equally managed.
- Manage and control the access of public and government officials in the viewing, sorting, use and copying of all such information.
- Recommend and manage a method to Electronically Document Control all e-mails received and sent within the Commission and similarly, outside of the Commission, in direct or indirect support of the analysis, review and deliberation process.
- Document, archive, and package all such documentation at the conclusion of the process.

Maintain BRAC schedule/timeline to include timely submissions to Federal Register of hearing dates and related information, report and other deadlines, and printing/publication

Assist in editing and final compilation of BRAC report.

single source?

Assist in editing, compilation, and printing of BRAC report.

Understand signed non-disclosure requirement - and agree to

2

DEFENSE BASE CLOSURE AND REALIGNMENT COMMISSION
2521 SOUTH CLARK STREET
ARLINGTON, VA 22202
TELEPHONE: (703) 699-2950

Chairman: The Honorable Anthony J. Principi
Commissioners: The Honorable James H. Bilbray • The Honorable Philip E. Coyle III • Admirable Harold W. Gehman, Jr., USN (Ret.) • The Honorable James V. Hansen
General James T. Hill, USA (Ret.) • General Lloyd W. Newton, USAF (Ret.) • The Honorable Samuel K. Skinner • Brigadier General Sue Ellen Turner, USAF (Ret.)
Executive Director: Charles Battaglia

June 6, 2005

DELEGATION OF AUTHORITY

TO: Files

FROM: Chairman

SUBJECT: Designation of the Records Official

1. As the Chairman of the Base Closure and Realignment (BRAC) Commission, I hereby delegate the authority to act as Records Official to Ms. Margaret (Marcy) Reborchick. She shall have the authority to serve as the Commission's Records Official and, in that capacity, to implement policies and procedures for the creation of a records management program, implement recordkeeping requirements, and monitor compliance with such requirements, as may be deemed necessary.

2. Ms. Reborchick shall also serve as Commission Librarian and Custodian of both the documentary library and e-library maintained by the Commission in locations as shall be designated by the Commission. She shall also serve as the official liaison with ANSER, and other independent contractors, agencies, and offices as may be necessary, regarding the maintenance and support of Commission library and e-library facilities. Additionally, she shall be responsible for coordinating record (whether documentary or electronic) retrieval, retention, preservation, archiving, transfers and related functions, and shall have official signatory authority over such matters. She shall also be involved, as may be necessary, in developing or modifying systems, processes, and procedures to ensure that adequate recordkeeping requirements are established and carried out.

3. The delegation may be further redelegated in writing, as necessary.

ANTHONY J. PRINCIPI
Chairman

June 6, 2005

MEMORANDUM FOR THE RECORD

TO: Chairman, Defense Base Closure and Realignment Commission

FROM: General Counsel

VIA: Executive Director

SUBJECT: Justification for Delegating a Records Official

1. The Federal Records Act, as amended and codified in Title 44 of the United
    States Code, places responsibility on agencies (including independent
    commissions) to adequately document their missions and functions, policies,
    procedures, decisions and transactions, and to preserve their historically valuable
    records. The National Archives and Records Administration (NARA), the Office
    of Management and Budget, and the General Services Administration share
    oversight of Federal Records Management Programs.

2. Accordingly, the 2005 Defense Base Closure and Realignment Commission needs
    to establish a Records Management Program to ensure that the legal, financial,
    evidentiary and historical transactions are recorded accurately and completely.
    We must document and preserve the historical and nationally important events
    that have taken place as a result of the work of the Commission. To that end, I am
    proposing that you delegate the responsibility to act as the Commission's Records
    Official to Ms. Reborchick, and sign the attached delegation of authority. She
    will be tasked with:

    - creating, managing, coordinating the records management program;
    - managing the Commission's library and e-library, critical to creating the
      Commission's public record;
    - working closely with ANSER contractors to ensure that the Commission's
      website accurately reflects the e-library sources that are made available to
      the public and Members of Congress, and finally,
    - coordinating record retention, archiving and retirement with her
      counterparts at Washington Headquarters Services (WHS) and NARA.

3. Ms. Reborchick will be supported in her role by Associate General Counsel, Ms.
    Rumu Sarkar. Oversight of Ms. Reborchick's role will be exercised by the
    Executive Director.

                                    DAVID C. HAGUE

Executive Director   Concur _____   Nonconcur _____
Chairman   Approved _____   Disapproved _____